

# VACANCY ANNOUNCEMENT

(Announcement No. 15/08)

**OPEN TO:** All Qualified Candidates  
**POSITION:** **Information Assistant, FSN-8**  
**OPENING DATE:** April 08, 2015  
**CLOSING DATE:** April 30, 2015  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual grade and salary will be based on the qualifications of the applicant.

**NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Vientiane is seeking an individual for the position of **Information Assistant** in the Public Affairs Section.

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Public Affairs Officer (PAO), handles activities related to relations with the Lao media, and serves as the Public Affairs Section's translator. He/she monitors the Lao print and broadcast media for reports on the United States, Embassy activities, and developments of note in Lao society. Creates and maintains press clippings. Makes copies of articles and editorials of interest for the PAO, and prepares a daily summary of articles of note in the Lao press for distribution within the Embassy. He/she establishes and maintains good relations with editors and journalists to promote placement of materials in support of Embassy goals. Keeps the PAO informed of trends, attitudes, and developments in the Lao print and broadcast media. He/she keeps media contacts list and institutional analysis up to date. He/she assists the PAO in arranging training programs for journalists.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** At least completion of secondary school is required. College or specialized institute degree or some Journalism study useful.
2. **Prior Work Experience:** Two to three years' experience in communications/media-related work as a journalist, researcher or writer is preferred. Some translation experience will be useful.
3. **Language Proficiency:** Level IV (fluent) in written and spoken English and Lao is required.
4. **Knowledge:** Expert knowledge of both U.S. and Lao foreign and domestic policy issues, and Laos' economic, social and political structure. Besides current affairs, incumbent should also have basic knowledge of recent American history.
5. **Skills and Abilities:** Ability to work under extreme time pressures. Ability to scan, comprehend and summarize quickly. Flexibility to adjust to shifting priorities and focuses. Ability to develop and maintain excellent contacts and working relationship with journalists, newsmen and government officials. Ability to draft and translate. Excellent knowledge of word processing and modem transmission systems.

## HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at:  
[http://laos.usembassy.gov/job\\_opportunities.html](http://laos.usembassy.gov/job_opportunities.html)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that dresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO

Human Resources Office  
American Embassy  
Thadeua Road Km9, Somvang Tai Village  
PO Box 114, Vientiane, Laos  
(Hardcopy or e-mail attachments are accepted)

## POINT OF CONTACT

Telephone: 856-21-487176  
Fax: 856-21-487140  
E-mail: [VientianeHRO@state.gov](mailto:VientianeHRO@state.gov)

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.

Only shortlisted candidates will be notified.

**CLOSING DATE FOR THIS POSITION: April 30, 2015**

An Equal Opportunity Employer